

GREAT BASIN SUPPLY STANDARDS



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Great Basin Dispatch Steering
Committee

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GREAT BASIN DATA ENTRY STANDARD FOR SUPPLIES

1. How to Use this Guide

This guide has been developed to assist you in ordering and filling the ROSS Supply catalog in a Great Basin dispatch office. In it you will find direction on creating and filling NFES, Service and Non-NFES Supply orders, as well as sample resource orders of some commonly ordered Supply items.

Our goal when ordering and filling Supplies is to create a complete document from order to audit in the ROSS system. At this time this means forcing some of the information we require into fields that will print on a resource order. We hope that by standardizing our order and fill information we can provide some consistency across the Great Basin in the processing of Supplies. Standardization is also key for the reports that ROSS generates for IMTs, Buying Teams, GACCs, etc.

If you are an occasional ROSS user and need more in-depth explanation for entering, placing and filling orders refer to the ROSS home page <http://famit.nwccg.gov/applications/ROSS>

2. Creating New Requests

In ROSS, items under the Supply catalog can be ordered from the following categories: NFES Supplies, Non NFES Supplies and Services. Here are some factors to consider when creating a Supply request.

a. Quantity/# Requests

- ROSS will either show the option for “Quantity” or “#Requests”. If the option is “Quantity”, you can enter the number of items you want, ROSS will only generate one S#. If the option is “#Requests”, ROSS will generate multiple S#. Be careful not to change the quantity unless you want more than one S#.

b. Blocks

- Supply requests are often broken out by block. For example, an incident may have a block of numbers set aside for the buying team, local purchase, incident replacement etc. Before creating a request, make sure you know what block of numbers you should be using.

c. Special Needs

- The Great Basin uses the "Special Needs" field for a brief description/documentation area. Pertinent information such as model numbers, part numbers, etc. should be entered in clear and concise language.
- Do not repeat information already supplied in the “Resource Requested” or “Deliver To” fields.

d. Tracking

- **Think carefully about whether an item needs to be tracked or not.** For payment purposes, the Great Basin tracks the usual service type items (Porta Potties, Refers, Computers, Phones, Radios, etc.) as well as sensitive, non-consumable, high cost items or items that may need to be returned to a supplier.
- When you order an NFES item, ROSS determines whether the item will be tracked or not.
- When a "Service" Category item is ordered, ROSS will only allow you to use the "Fill with Agreement" option (see Filling Requests later in this guide). This will automatically track the resource by mobing it to the Incident Resources screen. Please check the Incident Resources screen on a regular basis for items that may need to be released. Remember that releasing the resource in ROSS does not guarantee the resource leaves the incident. You will need to coordinate and document vendor contacts when demobing resources. This helps to ensure there are no over payments for resources that do not get picked up.
- When you order a NON-NFES Supply item ROSS gives you the option to "Track" the resource. You get two chances to do this. The first is by selecting the "Track Request" button in the New Request screen. If you check the "Track Request" button, remember to UNCHECK it before you create your next order as ROSS does not clear that field. The second chance is when you enter the fill information using the "Fill with Local Purchase" option. You do not get a third chance to track an item after it has been filled.
- If the "Track" option is not desired and/or selected the order will be "Filled/Closed" after the fill information has been entered. This is the method you will use for consumable items.

e. Buying Team button

- This button appears on Non-NFES and Service requests. Click it if the Buying Team will be purchasing and tracking the order.

3. Filling Requests:

a. Standards

- The Great Basin will follow the National Standards for Data Entry for filling a request when we consider it viable. The standard guideline shows: ITEM "-" Vendor Name "-" Unique Identifier. Since the "Item" is already printing on the left side of the resource order, we don't need to enter the "item" a second time in the Resource Name field.
- The Great Basin uses "Fill with Agreement" and "Fill with Local Purchase". While working at GBCC and Great Basin dispatch offices you will never use "Fill with Requested Item", "Fill with New Resource" or "Fill with Substitution".
- NFES requests are filled by the Great Basin Cache. Some centers may fill NFES supplies placed with the local cache, consult with the local unit for their protocol.

4. NFES Supplies

- a. Creating an NFES request to be filled by the Great Basin Cache

<p>Catalog: Supply</p> <p>Category: NFES</p> <p>You can search by Item Name, Item Code (NFES number) or Keyword</p> <p>Catalog Item: Select the desired item</p> <p>Reference NFES catalog as necessary</p> <p>Note any reminders</p> <p>Note the Standard Pack – and cross reference with the NFES catalog. ROSS is not always correct.</p>	<p>Pay close attention to Quantity and Unit of Issue</p> <p>Select Date/Time Needed</p> <p>ROSS will automatically select the Track Request button as needed</p> <p>Select or enter Shipping Address. DO NOT USE SHIPPING INSTRUCTIONS. This field does not transfer to ICBS and the cache cannot see it.</p> <p>Select or enter Shipping Contact and Request Contact</p>
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New Request - [ID-PAF-000192] Tepee Springs ANN NICHOLSON @ID-PAC R ? X

Select Item to Request

Catalog Pre-Orders

Category

Item Name

Item Code Keyword

Catalog Item	Code
CONTAINER - 1 GL, CUBITAINER W/SM...	008049
CONTAINER - 1 GL, CUBITAINER W/SM...	000020
CONTAINER - 1 LITER, FUEL, ALUMINU...	001535
CONTAINER - 2 1/2 GL, CUBITAINER, P...	008265
CONTAINER - 2 1/2 GL, CUBITAINER W...	000602
CONTAINER - 5 GL (18.9L) WATER, HA...	002058
CONTAINER - 5 GL (18.9L), PLASTIC, C...	000048

There are no reminders for this catalog item.

Standard Pack

Select Features

Available Features	Requested Features
<input type="text"/>	<input type="text"/>

Select Inclusions and Exclusions

☒ None
 ☐ Federal Only
 ☐ Host Agency Only
 ☐ Non-Federal Only
 ☐ State Only

☐ Contractor Not Acceptable
☐ Portal-to-Portal Acceptable

Enter Request for CONTAINER - 1 GL, CUBITAINER W/SMALL MOI

Quantity * Block [1 - 3999] (SG) Default Block

Next Number

Unit of Issue

Need Date/Time * MST ☐ Track Request

Shipping Information

☐ Will Pick Up At Cache

Shipping Address

Shipping Instructions

Financial Code

Special Needs

Shipping Contact

Name *

Phone *

Incident Ordering Contact

Request Contact *

Configuration Option

Request(s) Created

☒ Requested Item ☐ Named Request

S	NR	Request	Requested Item	Code	Need Date/Time	Qty
		S-565	008049 - CONTAINER - 1 ...	008049	02/16/2016 12:0...	1

b. Filling NFES Supply Requests – all orders placed to the Great Basin Cache will be filled in ROSS by them. Some dispatch centers may elect to create and fill NFES orders to their local cache, check for local protocols.

c. The resource order for the request created on the previous page looks like this:

RESOURCE ORDER		Initial Date/Time		2. Incident / Project Name				3. Incident / Project Order Number				Financial Codes							
SUPPLY		08/12/15 0634		Tepee Springs				ID-PAF-000192				P4J1KS (0412) [P] 150658							
5. Descriptive Location If Flying: Jetport is Boise If driving: From Boise, Take HWY95 North. ICP is 5 miles South of New Meadows, 1/2 North of Tamarack Mill on the West Side of Hwy 95.				6. TWIN		RING		SEC		Base MDM		8. Incident Base / Phone Number NAN COATES 208-347-4407 EXPANDED DISPATCH - EQUIP 634-0901 EXPANDED SUPPLY 208-634-0919,0922 ALEXIS MARTIN 208-634-0747 EXPANDED - OVERHEAD/CREW 208-634-0902 Mike Reed, COML (801) 543-9197 208-634-2757 NAN COATES 208 347-4407 Alexis Martin BECKY 877-690-3858 Matt Hoggard (775) 721-0684 ID-PAC (Dispatch) 208-634-2757				10. Ordering Office Payette National Forest Dispatch			
				22N		2E		32		Boise, ID									
				LAT. 45 12 29 N															
				LONG. 116 14 53 W															
11. Aircraft Information																			
Bearing		Distance		VOR		Contact Name		Frequency Type		Assigned Frequency		Reload Base		Other Aircraft / Hazards					
337		27		DNJ				Air to Ground		(87) 168.6875		MYL							
52		70		BKE				Air to Air		118.875		GIC							
139		75		MQG				Flight Following		121.725		LGD							
												BOI							
												MSO							
12. Request Number	Ordered Date/Time	From	To	Qty	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To		
S-565	02/15/16 1237 MST	208-634-2 757	ID-PAC	1	008049 - CONTAINER - 1 GL CUBITAINER W/SMALL MOUTH, W/O BOY	02/16/16 1200 MST	Tepee					Pending							
Travel Mode				Financial Code P4J1KS (0412)				Special Needs				Reporting Instructions							
13. User Documentation																			
Req. No.		Documentation												Entered By					

The information entered when the request was created is outlined in red. A Qty of 1 was ordered, by paying attention to the Standard Pack we know that we have ordered 1 pack of 25 cubitainers. Although the Shipping Address and Shipping Contact do not show on the resource order, they are visible in the ICBS system and the cache has that information.

5. Service

a. Creating a Service Request from the existing ROSS Category

Catalog: **Supply**

Category: **Service** – ROSS has 8 Service sub-categories. If you have need of a Service not in the catalog, see ordering instructions under d.

Catalog Item: **Select the applicable item**

Pay close attention to **Quantity**

Select **Need Date/Time** and **Deliver To** location

More detailed information can be added in **Special Needs**.

Make sure to check the **Buying Team Request** box if applicable.

Select **Request Contact**.

New Request - [ID-PAF-000192] Tepee Springs ANN NICHOLSON @ID-PAC R ? X

Select Item to Request

Catalog | Pre-Orders

Catalog: Supply

Category: Service, Communications

Item Name:

Item Code: Keyword:

Catalog Item	Code
Service - Cellular Telephone (NON-NFES)	
Service - Data Line (NON-NFES)	
Service - Radio (NON-NFES)	
Service - Satellite Phone (NON-NFES)	
Service - Satellite Radio (NON-NFES)	
Service - Voice Line	

There are no reminders for this catalog item. View

Select Features

Available Features: Requested Features:

Select Inclusions and Exclusions

☒ None
 ☐ Federal Only
 ☐ Host Agency Only
 ☐ Non-Federal Only
 ☐ State Only

☐ Contractor Not Acceptable
☐ Portal-to-Portal Acceptable

Enter Request for Service - Data Line (NON-NFES)

Quantity: 5 Block: [1 - 3999] (SG) Default Block

Next Number: 571 View Issued #'s

Need Date/Time: 02/22/2016 08:00 MST ☒ Track Request

Deliver To: Tepee Springs

Navigation Instructions: If driving: From Boise, Take HWY95 North. ICP is 5 miles South of New Meadows ID, 1/2 North of Tamarack Mill on the West Side of Hwy 95, Well flagged, Big ICP Signs, Can't miss it.

Financial Code: P4J1KS (0412)

Special Needs: Additional data lines for BUYT use

Reporting Instructions:

☒ Buying Team Request: 02/22/2016 13:44 MST

Incident Ordering Contact: John Doe 555-555-5555

Request Contact: 208-634-2757

Configuration Option: Catalog Item with Configuration

Request(s) Created

☒ Requested Item ☐ Named Request

S	NR	Request	Requested Item	Code	Need Date/Time	Qty

Action Go To

b. Filling a Service Request

From **Pending Request**, click **Action > Fill with Agreement**

The only required fields* are **Resource Name** and **Provider**. At this time its not known what the other fields do, the required fields are the only ones that print on the resource order so that is where we will enter fill information.

For **Resource Name**, enter the vendor providing the service and the payment method (name on credit card or agreement number)

The **Provider** is the agency who issued the credit card or established the agreement.

Enter **Travel** as applicable. Remember this resource will mob to **Incident Resources** screen, don't forget to release it.

- c. This is how the Resource Order prints for the **Service** request created and filled on the preceeding pages.

RESOURCE ORDER		Initial Date/Time		2. Incident / Project Name				3. Incident / Project Order Number				Financial Codes							
SUPPLY		08/12/15 0634		Tepee Springs				ID-PAF-000192				P4J1KS (0412) [P] 150658							
5. Descriptive Location If Flying: Jetport is Boise If driving: From Boise, Take HWY95 North. ICP is 5 miles South of New Meadows, 1/2 North of Tamarack Mill on the West Side of Hwy 95..				6. TWN		RNG		SEC		Base MDM		8. Incident Base / Phone Number NAN COATES 208-347-4407 EXPANDED DISPATCH - EQUIP 634-0901 EXPANDED SUPPLY 208-634-0919,0922 ALEXIS MARTIN 208-634-0747 EXPANDED - OVERHEAD/CREW 208-634-0902 Mike Reed, COML (801) 543-9197 208-634-2757 NAN COATES 208 347-4407 Alexis Martin BECKY 877-690-3858 Matt Hoggard (775) 721-0684 ID-PAC (Dispatch) 208-634-2757				10. Ordering Office Payette National Forest Dispatch			
				22N		2E		32		Boise, ID									
				LAT. 45 12 29 N															
				LONG. 116 14 53 W															
11. Aircraft Information																			
Bearing	Distance	VOR	Contact Name			Frequency Type			Assigned Frequency			Reload Base		Other Aircraft / Hazards					
337	27	DNJ				Air to Ground			(87) 168.6875			MYL							
52	70	BKE				Air to Air			118.875			GIC							
139	75	MQG				Flight Following			121.725			LGD							
											BOI								
											MSO								
12. Request Number	Ordered Date/Time	From	To	Qty	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To		
S-571	02/22/16 1404 MST	208-634-2 757	ID-PAC	5	Service - Data Line (NON-NFES)	02/22/16 0800 MST	Tepee	ID-PAC	ID-PAC	02/22/16 1409 MST	ID-PAF	Data West, J. Doe CC (ID-PAC)	M	02/22/16 1700 MST	02/22/16 1800 MST				
Travel Mode		Financial Code P4J1KS (0412)			Special Needs Additional data lines for BUYT use				Reporting Instructions										
13. User Documentation																			
Req. No.	Documentation														Entered By				
S-571	Request S-571 - Service - Data Line (NON-NFES) - [ID-PAF-000192] Tepee Springs has been filled with Data West, J. Doe CC (ID-PAC) by ANN NICHOLSON@ID-PAC ROSS.														ANN NICHOLSON (ID-PAC) 02/22/2016 1409 MST				

The information entered when the request was created shows up on the resource order in the blocks outlined in red. The information entered when the order was filled shows in the blocks outlined in green.

6. **Service not found** in the ROSS Service Category. The Great Basin does not use Service – Category Not Listed at any time. If you have need of a Service not listed see below
- Creating a Service Request that is not found in the ROSS Service category

<p>Catalog: Supply Category: Non NFES Catalog Item: !Not in Catalog Supplies</p>	<p>Enter Quantity Enter the Item Description beginning with the word SERVICE More specific descriptions can be entered as Special Needs Select Need Date/Time and Deliver To location. Select Track Request if tracking is desired. Make sure to check the Buying Team Request as needed. Select Request Contact.</p>
---	--

New Request - [ID-PAF-000192] Tepee Springs ANN NICHOLSON @ID-PAC R ?

Select Item to Request

Catalog Pre-Orders

Category

Item Name

Item Code Keyword

Catalog Item	Code
!Not in Catalog Supplies	
CACHE, HT RADIO	
KIT, AIR ATTACK	
KIT, COMMAND REPEATER	
KIT, INCINET (CALIFORNIA ONLY)	
KIT, INCINET TRAILER (CALIFORNIA ON...	
KIT, LOGISTICS REPEATER	

There are no reminders for this catalog item.

Select Features

Available Features Requested Features

Select Inclusions and Exclusions

☒ None
 ☐ Federal Only
 ☐ Host Agency Only
☐ Non-Federal Only
 ☐ State Only

☐ Contractor Not Acceptable
☐ Portal-to-Portal Acceptable

Enter Request for !Not in Catalog Supplies

Quantity * Block

Next Number

Item Description *

Need Date/Time * ☐ Track Request

Deliver To *

Navigation Instructions

Financial Code

Special Needs

Reporting Instructions

☐ Buying Team Request

Incident Ordering Contact

Request Contact *

Configuration Option

Request(s) Created

☒ Requested Item ☐ Named Request

S	NR	Request	Requested Item	Code	Need Date/Time	Qty
		S-578	SERVICE - Tow Truck		02/27/2016 13:00...	1

b. Filling a Service Request not found in the ROSS Service Category

Again, the only items that will print on the resource order are the required (*) fields.

The **Supply Item** field will already be populated with what was entered as the **Item Description** when the order was created. Since that information will print on the resource order in the Resource Requested block, it can be deleted here. Enter the vendor name and the payment method in this block.

If the vendor does not show up in the **Vendor** block drop down, you can copy and paste from **Supply Item** by highlighting the name, hitting CTRL C, clicking in the **Vendor** block and hitting CTRL V. Click **Save** and then **OK**.

Fill with Local Purchase

Request S-578 - SERVICE - Tow Truck will be filled with:

Supply Item * Collins Towing, B Young CC

Description

Purchases

Vendor	City, State	Qty Assigned	Total Cost	Posted Date
Collins Towing				

Vendor * Collins Towing

City, State

Qty Assigned

Total Cost

Posted Date

Payment Type

Property

Comments

OK

Cancel

New

SAVE

ITD

X

After you enter the fill info, you will be given a second chance to track the request.

If tracking is desired, click the **Track Request** box and enter travel.

This is the last option you will have to track the request.

The screenshot shows a software window titled "Fill Request". At the top, a status bar reads: "Request S-579 - SERVICE - Tow Truck will be filled with Collins Towing, B Young CC and will use Financial Code P4J1KS (0412)." Below this is a "Change Financial Code" button. The form contains two input fields: "Quantity Requested" with the value "1" and "Quantity Assigned *" with the value "1". To the right of these fields are "OK" and "Cancel" buttons. Below the quantity fields is a checkbox labeled "Track Request", which is highlighted with a red rectangle. To its right is the text: "If you want to set Travel, check the Track Request box." Below this is the "Estimated Delivery Date" field, showing "02/27/2016 12:57" and "MST" with a calendar icon. A section titled "Travel" contains several radio button options: "Set Travel to be Arranged", "Set Travel ETD" (with input fields for ETD and ETA), "Set Travel (will have Itinerary)", "No Travel Documented (Set At Incident)", and a checkbox "Resource Needs Transportation". Below the travel section is the "Assigning Contact *" field with a dropdown arrow. At the bottom, there is a checkbox "Print Resource Order Form" and a section titled "Enter Documentation" with a large empty text area.

Fill Request

Request S-579 - SERVICE - Tow Truck will be filled with Collins Towing, B Young CC and will use Financial Code P4J1KS (0412).

Change Financial Code

Quantity Requested 1 Quantity Assigned * 1

☒ Track Request If you want to set Travel, check the Track Request box.

Estimated Delivery Date 02/27/2016 12:57 MST

Travel

☐ Set Travel to be Arranged

☐ Set Travel ETD ETA

Mode of Travel

☐ Set Travel (will have Itinerary)

☐ No Travel Documented (Set At Incident)

☐ Resource Needs Transportation

Assigning Contact *

☐ Print Resource Order Form

Enter Documentation

c. This is how the resource order looks for the Service not found in the ROSS category that was ordered on the preceding pages.

RESOURCE ORDER		Initial Date/Time		2. Incident / Project Name				3. Incident / Project Order Number ID-PAF-000192				Financial Codes P4J1KS (0412) [P] 150658							
SUPPLY		08/12/15 0634		Tepee Springs				4. Office Reference Number				9. Jurisdiction / Agency Payette National Forest							
5. Descriptive Location If Flying: Jetport is Boise If driving: From Boise, Take HWY95 North. ICP is 5 miles South of New Meadows, 1/2 North of Tamarack Mill on the West Side of Hwy 95..				6. TWIN		RNG		SEC		Base MDM		8. Incident Base / Phone Number NAN COATES 208-347-4407 EXPANDED DISPATCH - EQUIP 634-0901 EXPANDED SUPPLY 208-634-0919,0922 ALEXIS MARTIN 208-634-0747 EXPANDED - OVERHEAD/CREW 208-634-0902 Mike Reed, COML (801) 543-9197 208-634-2757 NAN COATES 208 347-4407 Alexis Martin BECKY 877-690-3858 Matt Hoggard (775) 721-0684 ID-PAC (Dispatch) 208-634-2757				10. Ordering Office Payette National Forest Dispatch			
				22N		2E		32		Boise, ID									
				LAT. 45 12 29 N															
				LONG. 116 14 53 W															
11. Aircraft Information																			
Bearing		Distance		VOR		Contact Name		Frequency Type		Assigned Frequency		Reload Base		Other Aircraft / Hazards					
337		27		DNJ				Air to Ground		(87) 168.6875		MYL							
52		70		BKE				Air to Air		118.875		GIC							
139		75		MQG				Flight Following		121.725		LGD							
												BOI							
												MSO							
12.																			
Request Number	Ordered Date/Time	From	To	Qty	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To		
5-578	02/27/16 1234 MST	208-634-2757	ID-PAC	1	SERVICE - Tow Truck	02/27/16 1300 MST	Tepee	ID-PAC	ID-PAC	02/27/16 1240 MST	ID-PAC	Collins Towing, B Young CC (ID-PAC)							
Travel Mode		Financial Code P4J1KS (0412)				Special Needs For E-18, both right rear duals damaged				Reporting Instructions									
13. User Documentation																			
Req. No.		Documentation												Entered By					
5-578		Request 5-578 was Filled/Closed by ANN NICHOLSON@ID-PAC ROSS.												ANN NICHOLSON (ID-PAC) 02/27/2016 1240 MST					

The information entered when the request was created shows up on the resource order in the blocks outlined in red. By adding the word SERVICE ahead of the item Description, we have let ROSS know that we are using a service not in their category. The information entered when the order was filled shows in the blocks outlined in green.

There is no travel as the item was filled/closed.

7. NON-NFES Supplies

a. Creating a NON-NFES Supplies Request

Catalog: **Supply**

Category: **NON-NFES Supplies**

Catalog Item: **!Not in Catalog Supplies**

Enter the **Quantity**

Enter the **Item Description** in concise terms

More specific descriptions can be entered as

Special Needs

Select **Need Date/Time** and **Deliver To** location.

Select **Track Request** if tracking is desired.

Make sure to check the **Buying Team Request** as needed.

Select **Request Contact**.

New Request - [ID-PAF-000192] Tepee Springs ANN NICHOLSON @ID-PAC R ? X

Select Item to Request

Catalog Pre-Orders

Catalog Supply

Category NON-NFES Supplies

Item Name

Item Code Keyword

Catalog Item	Code
Not in Catalog Supplies	
CACHE, HT RADIO	
KIT, AIR ATTACK	
KIT, COMMAND REPEATER	
KIT, INCINET (CALIFORNIA ONLY)	
KIT, INCINET TRAILER (CALIFORNIA ON...	
KIT, LOGISTICS REPEATER	

There are no reminders for this catalog item. View

Select Features

Available Features Requested Features

Select Inclusions and Exclusions

☒ None ☐ Federal Only ☐ Host Agency Only

☐ Non-Federal Only ☐ State Only

☐ Contractor Not Acceptable

☐ Portal-to-Portal Acceptable

Enter Request for Not in Catalog Supplies

Quantity * 10 Block [1 - 3999] (SG) Default Block

Next Number 572 View Issued #'s

Item Description * Saw Chain, EA

Need Date/Time * 02/22/2016 08:00 MST ☐ Track Request

Deliver To * Tepee Springs

Navigation Instructions If driving: From Boise, Take HWY95 North. ICP is 5 miles South of New Meadows ID, 1/2 North of Tamarack Mill on the West Side of Hwy 95, Well flagged, Big ICP Signs, Can't miss it.

Financial Code P4J1KS (0412)

Special Needs Model Stihl 440, chain driver count 91 RSfguage .050" pitch 3/8"

Reporting Instructions

☐ Buying Team Request

Incident Ordering Contact

Request Contact* 208-634-2757

Configuration Option Catalog Item with Configuration

Request(s) Created

☒ Requested Item ☐ Named Request

S	NR	Request	Requested Item	Code	Need Date/Time	Qty

Action Go To

b. Filling a NON- NFES request

Again, the only items that will print on the resource order are the required (*) fields.

The **Supply Item** field will already be populated with what was entered as the **Item Description** when the order was created. Since that information will print on the resource order in the Resource Requested block, it can be deleted here.

Enter the vendor name and the payment method in this block.

If the vendor does not show up in the **Vendor** block drop down, you can copy and paste from **Supply Item** by highlighting the name, hitting CTRL C, clicking in the **Vendor** block and hitting CTRL V. Click **Save** and then **OK**.

Fill with Local Purchase

Request S-575 - Saw Chain, EA will be filled with:

Supply Item * Jims Saw Repair, Brian Mason CC

Description

Purchases

Vendor	City, State	Qty Assigned	Total Cost	Posted Date
Jims Saw Repair				

Vendor * Jims Saw Repair

City, State

Qty Assigned

Total Cost

Posted Date

Payment Type

Property

Comments

New

Save

Cancel

After you enter the fill info, you will be given a second chance to track the request.
If tracking is desired, click the **Track Request** box and enter travel.
This is the last option you will have to track the request.

The screenshot shows a software window titled "Fill Request". At the top, it displays the request details: "Request S-573 - Saw Chain, EA will be filled with Jims Saw Repair, Brian Mason CC and will use Financial Code P4J1KS (0412)." Below this is a "Change Financial Code" button. The "Quantity Requested" is set to 1, and "Quantity Assigned *" is also 1. A checkbox labeled "Track Request" is highlighted with a red rectangle; it is currently unchecked. To its right is the instruction: "If you want to set Travel, check the Track Request box." Below the checkbox is the "Estimated Delivery Date" field, which shows "02/22/2016 15:47" and "MST" with a calendar icon. A "Travel" section contains several radio button options: "Set Travel to be Arranged", "Set Travel" (with "ETD" and "ETA" input fields), "Set Travel (will have Itinerary)", "No Travel Documented (Set At Incident)", and "Resource Needs Transportation". Below the travel section is an "Assigning Contact *" field with a dropdown arrow. At the bottom, there is a "Print Resource Order Form" checkbox and an "Enter Documentation" section with a large text area.

Fill Request

Request S-573 - Saw Chain, EA will be filled with Jims Saw Repair, Brian Mason CC and will use Financial Code P4J1KS (0412).

Change Financial Code

Quantity Requested 1 Quantity Assigned * 1

☐ Track Request If you want to set Travel, check the Track Request box.

Estimated Delivery Date 02/22/2016 15:47 MST

Travel

☐ Set Travel to be Arranged

☐ Set Travel ETD ETA

Mode of Travel

☐ Set Travel (will have Itinerary)

☐ No Travel Documented (Set At Incident)

☐ Resource Needs Transportation

Assigning Contact *

☐ Print Resource Order Form

Enter Documentation

c. This is how the resource order prints for the NON-NFES request created and filled on the preceeding pages.

RESOURCE ORDER		Initial Date/Time		2. Incident / Project Name				3. Incident / Project Order Number				Financial Codes							
SUPPLY		08/12/15 0634		Tepee Springs				ID-PAF-000192				P4J1KS (0412) [P] 150658							
5. Descriptive Location If Flying: Jetport is Boise If driving: From Boise, Take HWY95 North. ICP is 5 miles South of New Meadows, 1/2 North of Tamarack Mill on the West Side of Hwy 95..				6. TWN		RNG		SEC		Base MDM		8. Incident Base / Phone Number NAN COATES 208-347-4407 EXPANDED DISPATCH - EQUIP 634-0901 EXPANDED SUPPLY 208-634-0919,0922 ALEXIS MARTIN 208-634-0747 EXPANDED - OVERHEAD/CREW 208-634-0902 Mike Reed, COML (801) 543-9197 208-634-2757 NAN COATES 208 347-4407 Alexis Martin BECKY 877-690-3858 Matt Hoggard (775) 721-0684 ID-PAC (Dispatch) 208-634-2757				10. Ordering Office Payette National Forest Dispatch			
				22N		2E		32		Boise, ID									
				LAT. 45 12 29 N															
				LONG. 116 14 53 W															
11. Aircraft Information																			
Bearing		Distance		VOR		Contact Name		Frequency Type		Assigned Frequency		Reload Base		Other Aircraft / Hazards					
337		27		DNJ				Air to Ground		(87) 168.6875		MYL							
52		70		BKE				Air to Air		118.875		GIC							
139		75		MQG				Flight Following		121.725		LGD							
												BOI							
												MSO							
12.																			
Request Number	Ordered Date/Time	From	To	Qty	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To		
S-572	02/22/16 1506 MST	208-634-2 757	ID-PAC	10	Saw Chain, EA	02/22/16 0800 MST	Tepee	ID-PAC	ID-PAC	02/22/16 1516 MST	ID-PAC	Jims Saw Repair, Brian Mason CC (ID-PAC)							
Travel Mode		Financial Code P4J1KS (0412)				Special Needs Model Stihl 440, chain driver count 91 RSFguage .050" pitch 3/8"				Reporting Instructions									
13. User Documentation																			
Req. No.	Documentation														Entered By				
S-572	Request S-572 was Filled/Closed by ANN NICHOLSON@ID-PAC ROSS.														ANN NICHOLSON (ID-PAC) 02/22/2016 1516 MST				

The information entered when the request was created shows up on the resource order in the blocks outlined in red. The information entered when the order was filled shows in the blocks outlined in green.

There is no travel as the item was filled/closed.

Table of Commonly Ordered Supply Items

Air Conditioning or Utilities	18	Local Caterers	31
Ambulance	18	Lumber	31
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Building Rental/Agreements	24	Medical Supplies, Consumable	33
Campground Rental/Agreements	24	Medical Supplies, Non Consumable	33
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Computer Rental	20	NFES Supplies	34
Copy Machine Rental	20	NFES Supplies – Replacement Requisitions for Non Local Resource	35
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Copy Machine Print Cartridge	21	Office Supplies	36
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Diesel Fuel	25	Pallet Jack Rental	37
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Fax Machine Service	25	Retardant	41
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Generator Rental	26	Satellite Phones	43
Government Bldg Rental	24	Saw Gas	26
Grey Water Removal Service	27	Saw Oil	36
Hand Wash Stations and Service	27	Service/Repairman	44
Hardware	28	School Facilities	24
Hotel Rooms	28	Sports Drinks	45
Ice, Bagged	29	Tank	45
ICE (Block)	29	Telephone Line	46
Ice Delivery Service	30	Tow Truck	47
Land Use Agreement	24	Vehicle Parts	47
Laundry Service	30	Vehicle Repair	48
		Water, bottled	48
		Water, delivery	49

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AIR CONDITIONING or UTILITIES RENTAL

ORDER USING: Category: Non NFES Catalog Item: !Not in Catalog Supplies Item Description: Service, Utilities TRACK THIS ITEM							FILL USING: Fill with Local Purchase Remove the Item Description and enter the vendor name and payment method (agreement number or name on the credit card). Enter the vendor name again in the Vendor block. TRACK THIS ITEM											
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To	
S-1	4/16/2006 1412 MST	UT- CDC EXPD Blk 8	UT- CDC	1 / 1	Service - Utilities	4/16/2006 1000 MST	Dixie N.F. S/O	UT- CDC	UT- CDC	4/16/2006 1425 MST	UT-DIF	Cornel & Maria Isfan - BPA 12-40 (UT-CDC)	M	4/16/2006 1250 MST	4/16/2006 1255 MST			
Travel Mode					Special Needs SO Conference Room		Reporting Instructions											

AMBULANCE – order using EQUIPMENT catalog AUDIO VISUAL EQUIPMENT RENTAL

ORDER USING: Category: Service – Office Support Catalog Item: Audio/Visual Equipment Rental Special Needs: Note equipment needs/specifications.							FILL USING: Fill with Agreement Resource Name is the vendors name, serial number and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs resource to the incident, release this resource after you fill it unless longer use is desired.											
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To	
S-6	4/16/2006 1412 PNT	NV- EIC EXPD Blk 8	NV- EIC	1 / 1	Service - Audio/visual Equipment Rental	4/16/2006 1000 PNT	Cave Creek Ranger District	NV- EIC	NV- EIC	4/16/2006 1425 PNT	NV- HTF	XYZ Business Equip - Jeff Peters CC	D	4/16/2006 1250 PNT	4/16/2006 1255 PNT			
Travel Mode					Special Needs		Reporting Instructions											

AV-GAS AGREEMENTS...see FUEL

BAR OIL ...see OIL

BREAKFAST...see MEALS

BUILDING RENTAL/AGREEMENTS...see Facility Rental

CAMPGROUND RENTAL ...see Facility Rental

CHAINSAW PARTS

ORDER USING:

Category: NON-NFES Supplies

Catalog Item: !Not in Catalog Supplies

Item Description: Saw Chain, ea/ro

Special Needs: Specify make and model of saw and what parts are needed.

DO NOT TRACK ITEM

FILL USING:

Fill with Local Purchase

Delete the **Item Description** and enter the vendor name and payment method

(agreement number or name on credit card).

Enter the vendor name again in the **Vendor** block.

DO NOT TRACK ITEM

12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MST	ID- SCC EXP D Blk 8	ID- SCC	10 / 10	Saw Chain, ea	4/16/2006 1000 MST	N/A	ID- SCC	ID- SCC	4/16/2006 1425 MST	ID-TFD	Payson Supply - Bryan Mason CC					
Travel Mode				Special Needs Model Still 440, chain Driver Count 91 RSF, Gauge .050" Pitch 3/8".			Reporting Instructions										

COMPUTER RENTAL for any duration of use.

ORDER USING: Category: Service - Office Support Catalog Item: Service - Computer Rental Special Needs: note equipment needs/specifications	FILL USING: Fill with Agreement Resource Name is the vendors name, serial number and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs the resource to the incident.
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12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MST	ID-SCC EXP D Blk 8	ID-SCC	1 / 1	Service - Computer Rental	4/16/2006 1000 MST	ID-SCC I/A	ID-SCC	ID-SCC	4/16/2006 1425 MST	ID-TFD	Bit by Bit - S/N 135D98DD5 - Ag# 1D59D7D43665	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Need laptop computer for use by BUYT			Reporting Instructions										

COPY MACHINE RENTAL for any duration of use.

ORDER USING: Category: Service Office Support Catalog Item: Service - Copy Machine Rental	FILL USING: Fill with Agreement Resource Name is the vendors name, model, serial number and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs the resource to the incident.
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12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 PNT	NV-ECC EXPD Blk 8	NV-ECC	1 / 1	Service - Copy Machine Rental	4/16/2006 1000 PNT	NV-ECC EXPD	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-EKD	Copy Co - IKON Mdl 398FX, S/N 25D9985 - BPA 12-65	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs			Reporting Instructions										

		Need high volume capacity with collate, staple and duplex capability.	
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COPY MACHINE SERVICE/REPAIR one time Repair/Service Call

ORDER USING: Category: Service Office Support Catalog Item: Office Machine Repair Special Needs: Note make and model number							FILL USING: Fill with Agreement Resource Name is the vendors name and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs resource to the incident, release this resource after you fill it unless longer use is desired											
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned	Resource Assigned Unit ID	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To	
S-2	4/16/2006 1412 PNT	NV-ECC EXPD Blk 8	NV-ECC	1 / 1	Service - Office Machine Repair	4/16/2006 1000 PNT	Williams Gateway Tanker Base Gt 50	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-EKD	Copy Co - BPA 12-65	D	4/16/2006 1250 PNT	4/16/2006 1255 PNT			
Travel Mode				Special Needs Need service call on IKON Mdl 398FX, continuous paper jams.			Reporting Instructions											

COPY MACHINE PRINT CARTRIDGE or other parts not covered by agreement.

ORDER USING: Category: NON-NFES Supplies Catalog Item: !Not in Catalog Supplies Item Description: Printer Cartridge, note color, EA Special Needs: Note make and model number DO NOT TRACK ITEM							FILL USING: Fill with Local Purchase Fill with Local Purchase Remove the Item Description and enter the vendor name and payment method (agreement number or name on the credit card). Enter the vendor name again in the Vendor block. DO NOT TRACK ITEM											
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned	Resource Assigned Unit ID	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To	
S-3	4/16/2006 1412 PNT	NV-ECC EXPD Blk 8	NV-ECC	2 / 2	Print Cartridge, Black, EA	4/16/2006 1000 PNT	Battle Mountain Tanker Base Gt 50	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-EKD	Office Depot - Fran Parker CC						
Travel Mode				Special Needs			Reporting Instructions											

DATA LINES (T1 ETC) Installations, Activation etc**ORDER USING:****Category:** Service Communication**Catalog Item:** Service - Data Line**FILL USING:****Fill with Agreement****Resource Name** is the vendors name and payment method (agreement number or name on credit card).**Provider** is the agency that established the agreement or issued the credit card.

ROSS mobs the resource to the incident.

12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MST	UT- MFC EXPD Blk 8	UT- MFC	5 / 5	Service - Data Line, EA	4/16/2006 1000 MST	UT- MFC EXPD	UT- MFC	UT- MFC	4/16/2006 1425 MST	UT- MLF	DexWest - Ag#746HD7372H	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode			Special Needs Need additional data lines for BUYT use.		Reporting Instructions												

DIESEL FUEL AGREEMENTS...see FUEL**DIESEL/GAS AGREEMENTS...**see FUEL**DINNERS...**see MEALS**DIP TANK** (NON-NFES) ...see TANK**DRIP TORCH FUEL...**see FUEL**ELECTRICAL SERVICE/REPAIRMAN...** see SERVICE/REPAIR

EQUIPMENT INSPECTION SERVICE any duration of use. Consider ordering as OVERHEAD (EQPI)

ORDER USING: Category: Service - Miscellaneous Catalog Item: Equipment Inspection							FILL USING: Fill with Agreement Resource Name is the vendors name and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs resource to the incident.											
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To	
S-5	4/16/2006 1412 MST	UT- CDC EXPD Blk 8	UT- CDC	1 / 1	Service - Equipment Inspection	4/16/2006 1000 MST	Goldfield Admin Site	UT- CDC	UT- CDC	4/16/2006 1425 PNT	UT- DIF	Reesler Ford, Jim Baynes, Marleen Murdoe CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST			
Travel Mode				Special Needs Need inspector for 5 contract engines coming in.			Reporting Instructions											

EXCAVATION SERVICE for one time use. For any duration order as Equipment.

ORDER USING: Category: Service - Miscellaneous Catalog Item: Excavation							FILL USING: Fill with Agreement Resource Name is the vendors name and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs resource to the incident, release this resource after you fill it unless longer use is desired.											
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To	
S-67	4/16/2006 1412 MST	UT- CDC EXPD Blk 8	UT- CDC	1 / 1	Service - Excavation	4/16/2006 1000 MST	Goldfield Admin Site	UT- CDC	UT- CDC	4/16/2006 1425 MST	UT- DIF	Bell Excavation - Ag# DKO9473JDE	D	4/16/2006 1250 MST	4/16/2006 1255 MST			
Travel Mode				Special Needs Need trench dug for new phone lines.			Reporting Instructions											

FACILITY RENTAL

<p>ORDER USING: Category: Service Facility-Land Rental Catalog Item: Choose from Conference, Land, Refrigeration Facility or Shower Facility Rental</p>	<p>FILL USING: Fill with Agreement Resource Name is the vendors name and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs the resource to the incident</p>
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12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-7	4/16/2006 1412 MST	UT- CDC EXPD Blk 8	UT- CDC	1 / 1	Service - Shower Facility Rental	4/16/2006 1000 MST	N/A	UT- CDC	UT- CDC	4/16/2006 1425 PNT	UT- DIF	USAF - Camp Good Times - Ag# UYJO001367845	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Needed for 3 crews, 60 crewmembers. 40 male 20 female.			Reporting Instructions										

FAX MACHINE RENTAL for any duration of use.

<p>ORDER USING: Category: Service Office Support Catalog Item: Service - Fax Machine Rental</p>	<p>FILL USING: Fill with Agreement Resource Name is the vendors name, model, serial number and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs the resource to the incident.</p>
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12 Request Number Number	Ordered Date/Time	From	To	Qty R/ A	Resource Requested	Needed Date/Time	Delive r To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resourc e Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006	NV- ECC	NV- ECC	1 / 1	Service - Fax	4/16/2006	NV- ECC	NV- ECC	NV- ECC	4/16/2006	NV- ELD	Copy Co - Fastfax Mdl 398FX , S/N	M	4/16/2006	4/16/2006		

	1412 PNT	EXP D Blk 8			Machin e Rental	1000 PNT				1425 PNT		25D9985 - BPA 12- 65		1250 PNT	1255 PNT		
Travel Mode				Special Needs			Reporting Instructions										

FAX MACHINE SERVICE/REPAIR one time Repair/Service Call

ORDER USING: Category: Service Office Support Catalog Item: Office Machine Repair Special Needs: Note make and model number.							FILL USING: Fill with Agreement Resource Name is the vendors name and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs resource to Incident Resource Screen, release this resource after you fill it unless longer use is desired.											
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To	
S-2	4/16/2006 1412 PNT	NV- ECC EXPD Blk 8	NV- ECC	1 / 1	Service - Office Machine Repair	4/16/2006 1000 PNT	Williams Gateway Tanker Base Gt 50	NV- ECC	NV- ECC	4/16/2006 1425 PNT	NV- ELD	Copy Co - BPA 12-65		D	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs Need service call on FastFax 400, crumples paper .			Reporting Instructions											

FUEL AGREEMENTS

ORDER USING: Category: Service Fuel Delivery Catalog Item: Select desired type from drop down							FILL USING: Fill with Agreement Resource Name is the vendors name and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs resource to the incident, release this resource after you fill it unless longer use is desired.											
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To	
S-1	4/16/2006	NV- ECC	NV- ECC	1 / 1	Service - Fuel	4/16/2006		NV- ECC	NV- ECC	4/16/2006	NV- ELD		M	4/16/2006	4/16/2006			

	1412 PNT	EXPD Blk 8			Delivery, Diesel/Gas	1000 PNT	Goldfield Admin Site			1425 PNT		Texaco S/W - Ag# KDIW998743		1250 PNT	1255 PNT		
Travel Mode				Special Needs Need Diesel and Gas storage tanks filled as needed for duration of incident			Reporting Instructions										

FUEL PURCHASE one time purchase.

ORDER USING: Category: NON-NFES Supplies Catalog Item: !Not in Catalog Supplies Item Description : FUEL- specifiy type (unleaded, diesel, saw, drip torch etc) and size. DO NOT TRACK THIS ITEM							Fill with Local Purchase Remove the Item Description and enter the vendor name and payment method (agreement number or name on the credit card). Enter the vendor name again in the Vendor block. DO NOT TRACK THIS ITEM										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 PNT	NV-ECC EXPD Blk 8	NV-ECC	10 / 10	FUEL - Saw Gas, GL	4/16/2006 1000 PNT	N/A	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-HTF	Payson Supply - Bryce Mason CC					
Travel Mode				Special Needs Picked up by NV-HTF 431, B. Mason			Reporting Instructions										

GATORADE...see Sports Drinks

GENERATOR RENTAL for any duration of use.

ORDER USING: Category: Non NFES Catalog Item: Not in Catalog Item Description SERVICE - Generator Rental, ea TRACK THIS ITEM.							FILL USING: Fill with Local Purchase Remove the Item Description and enter the vendor name and payment method (agreement number or name on the credit card). Enter the vendor name again in the Vendor block. TRACK THIS ITEM.										
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Neede d Date/Ti me	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006	NV-ECC	NV-ECC	1 / 1		4/16/ 2006		NV-ECC	NV-ECC	4/16/2006	NV-HTF		M	4/16/2006	4/16/2006		

	1412 PNT	EXPD Blk 8			Service - Generator Rental, EA	1000 PNT	White Horse ICP			1425 PNT		Power to Go, S/N 873 485 - B. Bell CC		1250 PNT	1255 PNT		
Travel Mode				Special Needs To support IMET equipment.			Reporting Instructions										

GREY WATER REMOVAL

ORDER USING: Category: Service - Sanitation Catalog Item: Service - Grey Water Removal							FILL USING: Fill with Agreement Resource Name is the vendors name and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs resource to the incident, release this resource after you fill it unless longer use is desired.										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 PNT	NV-LIC EXPD Blk 8	NV-LIC	3 / 3	Service – Grey Water Removal	4/16/2006 1000 PNT	Goldfield Admin Site	NV-LIC	NV-LIC	4/16/2006 1425 PNT	NV-LAP	Bill's Removal Systems - Lynn Burns CC	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs: Need to pump out grey water bladder bags, aprox 1000 gal.			Reporting Instructions										

HAND WASH STATIONS & SERVICE for any duration of use.

ORDER USING: Category: Service Sanitation Catalog Item: Service - Hand Washing Station Only one request number needed per vendor per incident. Quantity and location of hand washing stations to be added to documentation in ROSS.							FILL USING: Fill with Agreement Resource Name is the vendors name and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs the resource to the incident.										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To

S-1	4/16/2006 1412 PNT	NV-LIC EXPD Blk 8	NV-LIC	3 / 3	Service - Hand washing Station	4/16/2006 1000 PNT	Williams Gateway MOB Center	NV-LIC	NV-LIC	4/16/2006 1425 PNT	NV-LAP	Just Like Home - Ag# I8D8R474HE	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs Need Double Sinks, units must be weighted down due to high winds.			Reporting Instructions										

HARDWARE

<div>ORDER USING:</div> <div>Category: NON-NFES Supplies</div> <div>Catalog Item: !Not in Catalog Supplies</div> <div>Item Description: Misc. Hardware</div> <div>Special Needs: Specific items</div> <div>DO NOT TRACK LOW COST ITEMS</div>							<div>FILL USING:</div> <div>Fill with Local Purchase</div> <div>Remove the Item Description and enter the vendor name and payment method (agreement number or name on the credit card).</div> <div>Enter the vendor name again in the Vendor block.</div> <div>DO NOT TRACK LOW COST ITEMS</div>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 PNT	NV- LIC EXPD Blk 8	NV- LIC	1 /1	Misc Hardware	4/16/2006 1000 PNT	Benny Hill ICP	NV- LIC	NV- LIC	4/16/2006 1425 PNT	NV-LIC	Home Depot - Lloyd Johanson CC					
Travel Mode				Special Needs Need Nuts, Bolts, Hinges etc to make up Information Board for ICP. Wood ordered seperately			Reporting Instructions										

HOTEL/MOTEL ROOMS for any duration.

ORDER USING: Category: Service - Meals/Food - Lodging Catalog Item: Lodging Special Needs: Note number of rooms and associated O #s if known.							FILL USING: Fill with Agreement Resource Name is the vendors name and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs resource to the incident, release this resource after you fill it.										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-5	4/16/2006	NV-LIC	NV-LIC	3 / 3		4/16/2006	Las Vegas	NV-LIC	NV-LIC	4/16/2006	NV-LAP	Homewood Suites, Highland	D	4/16/2006	4/16/2006		

	1412 PNT	EXPD Blk 8			Service - Lodging	1000 PNT				1425 PNT		Ave, Phx. - R. Edwards CC		1250 PNT	1255 PNT		
Travel Mode				Special Needs Hotel rooms for 3 dispatchers for 14 day assignments. Names: O-5 J. Barley, O-6 M. Moore, O-12 R. Young			Reporting Instructions										

ICE (BAGGED), one time purchase

ORDER USING: Category: NON-NFES Supplies Catalog Item: !Not in Catalog Supplies Item Description: ICE - BAGGED, BG DO NOT TRACK ITEM.							FILL USING: Fill with Local Purchase Remove the Item Description and enter the vendor name and payment method (agreement number or name on the credit card). Enter the vendor name again in the Vendor block. Don't forget to track this item. DO NOT TRACK ITEM.										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 PNT	NV- LIC EXPD Blk 8	NV- LIC	30 / 30	ICE - BAGGED, BG	4/16/2006 1000 PNT	P/U by Payson R.D.	NV - LIC	NV- LIC	4/16/2006 1425 PNT	NV- LAP	Payson Ice & Gas - Ray Underwood CC					
Travel Mode				Special Needs Large size bags			Reporting Instructions										

ICE (BLOCK), one time purchase

ORDER USING: Category: NON-NFES Supplies Catalog Item: !Not in Catalog Supplies Item Description : ICE - BLOCK, EA DO NOT TRACK ITEM							FILL USING: Fill with Local Purchase Remove the Item Description and enter the vendor name and payment method (agreement number or name on the credit card). Enter the vendor name again in the Vendor block. DO NOT TRACK ITEM										
Request Number	Date/Time			R/A	Requested	Date/Time	Deliver To	Unit	Unit	Date/Time	Assigned Unit ID	Assigned	Ind	Time Of Departure	Time Of Arrival	Date	To
S-3	4/16/2006	NV- LIC	NV- LIC	10 / 10	ICE - BLOCK, EA	4/16/2006	P/U by Payson R.D.	NV - LIC	NV- LIC	4/16/2006	NV- HTF	Payson Ice & Gas - Ray Underwood CC					

	1412 PNT	EXPD Blk 8			1000 PNT				1425 PNT								
Travel Mode				Special Needs			Reporting Instructions										

ICE DELIVERY SERVICE agreement for ongoing delivery

ORDER USING: Category: Service Delivery Catalog Item: Ice Delivery Special Needs: Specify amount and terms of delivery							FILL USING: Fill with Agreement Resource Name is the vendors name and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs resource to the incident, release this resource after you fill it unless longer use is desired.										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 PNT	NV-LIC EXPD Blk 8	NV- LIC	1 / 1	Service - Ice Delivery	4/16/2006 1000 PNT	Williams Gateway MOB Center	NV- LIC	NV- LIC	4/16/2006 1425 PNT	NV- LAP	Freeze King Inc - Ag# ID194857EJ	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs Need 500 bags on 1st delivery, keep stocked at 300 bag minimum for duration of season. Check supply 3 times weekly.			Reporting Instructions										

LAUNDRY SERVICE local

ORDER USING: Category: Service - Miscellaneous Catalog Item: Laundry Service							FILL USING: Fill with Agreement Resource Name is the vendors name and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs resource to the incident.										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To

S-5	4/16/2006 1412 PNT	NV- CNC	NV- CNC	1 / 1	Service - Laundry Service	4/16/2006 1000 PNT	Yellow Tree ICP	NV- CNC	NV- CNC	4/16/2006 1425 PNT	NV- BMD	Payson Wash House - Ag# 0E04Y7U5RH	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs Need vendor to p/u and return laundry.			Reporting Instructions										

LAUNDRY SERVICE - in camp contractor. See IBA or Center Manager to order.

LOCAL CATERERS

This is a sensitive Item: see EDSP or Center Manager. If approved order in the following manner:

ORDER USING: Category: Service - Meals/Food - Lodging Catalog Item: Food Catering Special Needs: Specify meals and number to be fed.							FILL USING: Fill with Agreement Resource Name is the vendors name and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs resource to the incident.										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-5	4/16/2006 1412 PNT	NV- CNC EXPD Blk 8	NV- CNC	1 / 1	Service - Food Catering	4/16/2006 1000 PNT	Williams Gateway Gt 50	NV- CNC	NV- CNC	4/16/2006 1425 PNT	NV- BMD	John's Meals to Go - 602-876-2837 - B. Roach CC	M	4/16/200 6 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs Breakfast, lunch and dinner for 75 people, 5 vegetarians			Reporting Instructions										

LUMBER

ORDER USING: Category: NON-NFES Supplies Catalog Item: !Not in Catalog Supplies Item Description: Lumber Special Needs: Specify items desired. DO NOT TRACK ITEM							FILL USING: Fill with Local Purchase Remove the Item Description and enter the vendor name and payment method (agreement number or name on the credit card). Enter the vendor name again in the Vendor block. DO NOT TRACK ITEM										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006	NV- CNC	NV- CNC	2 /2	Lumber, ea	4/16/2006		NV- CNC	NV- CNC	4/16/2006	NV- BMD	Home Depot - L. Johanson CC					

	1412 PNT	EXPD Blk 8				1000 PNT	Benny Hill ICP			1425 PNT							
Travel Mode				Special Needs 4 X 8 3/8" CDX PLYWOOD, To make information board for ICP			Reporting Instructions										

MAPS

ORDER USING: Category: NON-NFES Supplies Catalog Item: !Not in Catalog Supplies Item Description: MAPS - Type/Location, EA DO NOT TRACK ITEM							FILL USING: Fill with Local Purchase Remove the Item Description and enter the vendor name and payment method (agreement number or name on the credit card). Enter the vendor name again in the Vendor block. DO NOT TRACK ITEM										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 MST	ID- PAC EXPD Blk 8	ID- PAC	50 / 50	MAPS - Payette N.F. Rec, EA	4/16/2006 1000 MST	Payette N.F. EXPD	ID- PAC	ID- PAC	4/16/2006 1425 MST	ID-PAF	Payette N.F., S.O.					
Travel Mode				Special Needs Need maps for incoming team and resource personnel			Reporting Instructions										

MEALS

ORDER USING: Category: Service - Meals/Food - Lodging Catalog Item: Meals Special Needs: Document type and number							FILL USING: Fill with Agreement Resource Name is the vendors name and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs resource to the incident, release this resource after you fill it unless longer use is desired.										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-5	4/16/2006 1412 MST	ID- PAC EXPD Blk 8	ID- PAC	30 / 30	Service - Meals	4/16/2006 1000 MST	Quick Draw Spike Camp	ID- PA C	ID- PAC	4/16/2006 1425 MST	ID-PAF	Tiny's Great Eats, McCall, ID - Cole Younger CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		

Travel Mode		Special Needs BREAKFAST for 25	Reporting Instructions Must be to Red Draw Staging no later than 0600 for heli shuttle.
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MEDICAL SUPPLIES Non-consumable or returnable.

ORDER USING: Category: Service - Miscellaneous Catalog Item: Medical Special Needs: Note items/service desired							FILL USING: Fill with Agreement Resource Name is the vendors name and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs resource to the incident, release this resource after you fill it unless longer use is desired.										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Need Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 MST	ID-CIC EXP D Blk 8	ID-CIC	3 / 3	Service - Medical	4/16/2006 1000 MST	Phoenix Hills ICP	ID-CIC	ID-CIC	4/16/2006 1425 MST	ID-IFD	Phoenix Oxygen Supply - Ag# IER0574	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs: Need 12 oxygen tanks and breathing masks for 500 firefighters every day till further notice			Reporting Instructions										

MISC MEDICAL SUPPLIES one time purchase, consumable

ORDER USING: Category: NON-NFES Supplies Catalog Item: !Not in Catalog Supplies Item Description: MEDICAL - Desired Item, size, EA/CS/BX DO NOT TRACK ITEM	FILL USING: Fill with Local Purchase Remove the Item Description and enter the vendor name and payment method (agreement number or name on the credit card). Enter the vendor name again in the Vendor block. DO NOT TRACK ITEM
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12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Need Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
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S-3	4/16/2006 1412 MST	ID-CIC EXPD Blk 8	ID-CIC	3 / 3	MEDICAL - 3/4" Bandade Strips, BX	4/16/2006 1000 MST	P/U by Payson R.D.	ID-CIC	ID-CIC	4/16/2006 1425 MST	ID-SCF	Forestry 1st Aid Supply - Ruth Ingles CC						
Travel Mode			Special Needs				Reporting Instructions											

NEWSPAPER DELIVERY SERVICE - agreement for continuous delivery

ORDER USING: Category: Service-Delivery Catalog Item: Newspaper Delivery						FILL USING: Fill with Agreement Resource Name is the vendors name and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs resource to the incident, release this resource after you fill it unless longer use is desired.											
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Neede d Date/Ti me	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resour ce Assign ed Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Release d To
S-3	4/16/2006 1412 MST	UT-RFC EXPD Blk 8	UT-RFC	5 / 5	Service – Delivery Newspaper Delivery	4/16/2006 1000 MST	Phoenix Hills ICP	UT-RFC	UT-RFC	4/16/2006 1425 MST	UT-FIF	Phoenix Sun - Pat Moore CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs 5 copies of Phoenix Sun delivered daily			Reporting Instructions										

NFES SUPPLIES - ordered from Great Basin Cache

ORDER USING: Category: NFES Supplies Catalog Item: Desired NFES Number BE SURE TO ENTER SHIPPING ADDRESS							Place request to Great Basin Cache, they will fill in ROSS.										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 PNT	UT-RFC EXPD Blk 8	UT-RFC	500 / 500	01027, Earplug, Foam,	4/16/2006 1000 PNT	Jamerson ICP	UT-RFC	UT-RFC	4/16/2006 1425 PNT	ID-EBK	ID-EBK, Issue # 260089 - Substituted NFES 01029, 500 PR					

					Disposable, PKG												
Travel Mode					Special Needs		Reporting Instructions										

NFES SUPPLIES - Replacement requisition for supplies handled by the home unit.

ORDER USING: Category: NFES Supplies Catalog Item: Desired NFES Number BE SURE TO ENTER SHIPPING ADDRESS. Special Needs: Specify who the requisition is for and it is to be filled at the home unit.							Place order through the cache system.										
12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Neede d Date/T ime	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Release d To
S-3	4/16/2006 1412 MST	UT- RFC EXPD Blk 8	UT- RFC	12 / 12	00030, Batteries, AA, PG	4/16 /200 6 100 0 MST	N/A	UT- RFC	UT- RFC	4/16/2006 1425 MST	ID-EBK	ID-EBK - issue # 260008					
Travel Mode					Special Needs REPLACEMENT REQUISITION for E-4407 UT- CDC (E-4) to be filled at home unit.		Reporting Instructions										

OFFICE EQUIPMENT RENTAL for any duration of use.

ORDER USING: Category: Service - Office Support Catalog Item: Service - Office Equipment Other							FILL USING: Fill with Agreement Resource Name is the vendors name and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs resource to the incident, release this resource after you fill it unless longer use is desired.										
12 Request Number Number	Ordered Date/Time	From	To	Qty R/ A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Release d To

S-1	4/16/2006 1412 MST	UT- MFC EXPD Blk 8	UT- MFC	1 / 1	Service - Copy Machin e Rental	4/16/2006 1000 MST	UT-MFC EXPD	UT- MFC	UT- MFC	4/16/2006 1425 MST	UT- MLF	Copy Co, IKON Mdl 398FX, S/N 25D9985 - BPA 12-65	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Need high volume shredder - Authorized by Joe Smith FMO			Reporting Instructions										

OFFICE SUPPLIES - generally low cost miscellaneous items

ORDER USING: Category: Non NFES Catalog Item: !Not in Catalog Supplies Item Description: Misc. Office Supplies Special Needs: List items or reference General Message DO NOT TRACK ITEM							FILL USING: Fill with Local Purchase Remove the Item Description and enter the vendor name and payment method (agreement number or name on the credit card). Enter the vendor name again in the Vendor block. DO NOT TRACK ITEM										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Release d To
S-3	4/16/2006 1412 MST	UT- MFC EXPD Blk 8	UT- MFC	1 /1	Misc Office Supplies	4/16/2006 1000 MST	Manti LaSal N.F. - EXPD	UT- MFC	UT-MFC	4/16/2006 1425 MST	UT- MLF	Wallmart, M Anderson CC					
Travel Mode				Special Needs see General Message for list of items			Reporting Instructions										

OIL one time purchase.

ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies, Item Description: OIL- Specify Bar, Saw, Motor etc. DO NOT TRACK ITEM							FILL USING: Fill with Local Purchase Remove the Item Description and enter the vendor name and payment method (agreement number or name on the credit card). Enter the vendor name again in the Vendor block. DO NOT TRACK ITEM										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Release d To
S-2	4/16/2006	UT- CDC	UT- CDC			4/16/2006	N/A	UT- CDC	UT-CDC	4/16/2006	UT- CCD	Payson Supply - Bob Mason CC					

	1412 MST	EXPD Blk 8		10 / 10	OIL - Motor 10W50, quarts, CS	1000 MST				1425 MST							
Travel Mode				Special Needs Need for use in both Diesel & Gas engines.			Reporting Instructions										

PALLET JACK RENTAL

ORDER USING: Category: Non NFES Catalog Item: Not in Catalog Service - Pallet Jack TRACK THIS ITEM							FILL USING: Fill with Local Purchase Remove the Item Description and enter the vendor name and payment method (agreement number or name on the credit card). Enter the vendor name again in the Vendor block. TRACK THIS ITEM										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Release d To
S-1	4/16/2006 1412 MST	UT- CDC EXPD Blk 8	UT- CDC	1 / 1	Service - Pallet Jack Rental, EA	4/16/2006 1000 MST	Jackson Wash R.D.	UT- CDC	UT- CDC	4/16/2006 1425 MST	UT-DIF	Bella Vista Rent All - J. Morrison CC	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Need for one day to rearrange warehouse			Reporting Instructions										

PHONES ...see Telephone Lines and Satellite Phones

PORTA POTTIES & SERVICE for any duration of use.

ORDER USING: Category: Service-Sanitation Catalog Item: Service - Porta Potties/Service Only one request number needed per vendor per incident. Quantity and location of Porta Potties to be added to documentation in ROSS.							FILL USING: Fill with Agreement Resource Name is the vendors name and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs the resource to the incident.										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Release d To
S-1	4/16/2006	UT- CDC	UT- CDC	3 / 3	Service - Porta Potties	4/16/2006	Williams Gateway	UT-CDC	UT- CDC	4/16/2006	UT-DIF	Just Like Home - Ag# I8D8R474HE	M	4/16/2006	4/16/2006		

	1412 MST	EXPD Blk 8			1000 MST	MOB Center			1425 MST				1250 MST	1255 MST		
Travel Mode				Special Needs Need daily service			Reporting Instructions Deliver to the Mob Center 150 North Main									

PORTA TANK (NON-NFES) ...see TANK

PRINTER CARTRIDGES

ORDER USING: Category: Non NFES Catalog Item: !Not in Catalog Supplies Item Description: List type of printer and cartridge, ie: HP Design Jet Z6100 Plotter cartridge Special Needs: List quantity, item number and color DO NOT TRACK ITEM							FILL USING: Fill with Local Purchase After Item Description add the vendor name and payment method (agreement number or name on the credit card). Enter the vendor name again in the Vendor block. DO NOT TRACK ITEM											
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Release d To	
S-3	4/16/2006 1412 MST	UT- MFC EXPD Blk 8	UT- MFC	1 /1	HP Design Jet Z6100 Plotter cartridges	4/16/2006 1000 MST	Manti LaSa I.N.F. - EXP D	UT- MFC	UT-MFC	4/16/2006 1425 MST	UT- MLF	HP Design Jet Z6100 Plotter cartridge, Amazon.com, M. Anderson CC						
Travel Mode				Special Needs 1 each cartridge HP-91 Magenta, Yellow, Cyan, Black			Reporting Instructions											

PROPANE DELIVERY for any duration of use.

ORDER USING: Category: Service - Fuel Delivery Catalog Item: Service - Propane Delivery							FILL USING: Fill with Agreement Resource Name is the vendors name and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs resource to the incident, release this resource after you fill it unless longer use is desired.											
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Release d To	

S-1	4/16/2006 1412 MST	UT- CDC EXPD Blk 8	UT- CDC	3 / 3	Service - Propane Delivery	4/16/2006 1000 MST	Mt. Ord Lookout	UT- CDC	UT- CDC	4/16/2006 1425 MST	AZ- ASD	AmeriGas, St. George, AZ - Judy Blume CC	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Fill both radio shack and cabin tanks at Mt. Trumbull.			Reporting Instructions										

**RADIOS ARE CLASSIFIED AS SENSITIVE ITEMS
YOU MUST HAVE ORDERS IN WRITING WITH PROPER AUTHORIZATION**

RADIO (USE) purchase of new or use of existing radio

ORDER USING: Category: Service - Communication Catalog Item: Service - Radio Special Needs: Specify who will be using the radio or who will the purchase is for.	FILL USING: Fill with Agreement Resource Name is the vendors name, radios serial number and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs resource to the incident.
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Example of: Use of existing local radio, entered this way to track where it is.

12	Ordered	From	To	Qty	Resource	Needed	Deliver To	From Unit	To Unit	Assigned	Resource	Resource	M/D	Estimated	Estimated	Released	Released
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Request Number	Date/Time			R/A	Requested	Date/Time		Unit	Unit	Date/Time	Assigned Unit ID	Assigned	Ind	Time Of Departure	Time Of Arrival	Date	To
S-1	4/16/2006 1412 MST	UT-CDC EXPD Blk 8	UT-CDC	1 / 1	Service - Radio	4/16/2006 1000 MST	UT-CDC I.A.	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-CCD	UT-CCD - S/N 8874737U	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs UT-CCD handheld radio for use by Rapid Response Team ICT3 for duration of Severity.			Reporting Instructions										

Example of: Purchase of radio from outside vendor.

12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MST	UT-CDC EXPD Blk 8	UT-CDC	1 / 1	Service - Radio	4/16/2006 1000 MST	UT-CDC I.A.	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-CCD	Bendix King, S/N 857463 - D. Garvey CC	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Need radio for CDC. Authorized by John Smith Line Officer			Reporting Instructions										

RADIO one time Repair/Replacement

ORDER USING: Category: NON-NFES Supplies Catalog Item: !Not in Catalog Supplies Item Description: RADIO - Repair/Replacement Special Needs: Specify who the radio is for, the serial number of the radio being replaced and who approved the replacement. DO NOT TRACK.							FILL USING: Fill with Local Purchase Remove the Item Description and enter the home unit and payment method (agreement number or name on the credit card). Enter the vendor name again in the Vendor block. DO NOT TRACK.										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MST	UT-CDC	UT-CDC	1 / 1	RADIO - Repair/Replacement	4/16/2006 1000 MST	N/A	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-DIF	Home Unit - E4555 - Joe Younger CC					

Travel Mode		Special Needs Need service/repair to icemaker in warehouse	Reporting Instructions
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RETARDANT

ORDER USING: Category: Non NFES Supplies Catalog Item: !Not in Catalog Supplies Item Description: Retardant Special Needs: specify gallons and base DO NOT TRACK							FILL USING: Fill with Local Purchase Remove the Item Description and enter the vendor name Enter the vendor name again in the Vendor block. DO NOT TRACK										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/ D In d	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MST	NV- BMD	NV- CNC	1 / 1	Retardant	4/16/2006 1000 MST	BAM	NV- CNC	NV- CNC	4/16/ 2006 1425 MST	NV- BMD	ICL Performance Products (NV-CNC)	D	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode			Special Needs 8,000 GL for BAM		Reporting Instructions												

RETARDANT Delivery Fuel Service Charge

ORDER USING: Category: Non NFES Supplies Catalog Item: !Not in Catalog Supplies Item Description: Retardant Delivery Fuel Service Charge Special Needs: Specify which base							FILL USING: Fill with Local Purchase Remove the Item Description and enter the vendor name and payment method (agreement number or name on the credit card). Enter the vendor name again in the Vendor block.										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/ D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MST	NV- BMD	NV- CNC	1 / 1	Retardant Delivery Fuel Surcharge	4/16/2006 1000 MST	BAM	NV- CNC	NV- CNC	4/16/ 2006 1425 MST	NV- BMD	ICL Performance Products (NV-CNC)	D	4/16/2006 1250 MST	4/16/ 2006 1255 MST		

Travel Mode		Special Needs Retardant Delivery to BAM	Reporting Instructions
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ROAD GRADING SERVICE for one time use. For longer duration, order as EQUIPMENT.

ORDER USING: Category: Service, Miscellaneous Catalog Item: Service - Road Grading							FILL USING: Fill with Agreement Resource Name is the vendors name and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs resource to the incident, release this resource after you fill it.										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MST	UT- UBC EXPD Blk 8	UT- UBC	1 / 1	Service - Road Grading	4/16/2006 1000 MST	Ashley N. F. - SO	UT- UBC	UT- UBC	4/16/2006 1425 MST	UT- ASF	P. Hertering Excavation - BPA 33-98	D	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode			Special Needs Need Harmens Ranch Road Graded due to fire traffic. Need small unit due to culverts.				Reporting Instructions										

SANITATION SERVICE, OTHER

ORDER USING: Category: Service, Sanitation Catalog Item: Service - Other							FILL USING: Fill with Agreement Resource Name is the vendors name and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs resource to the incident, release this resource after you fill it unless longer use is desired.										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MST	UT- UBC EXPD Blk 8	UT- UBC	3 / 3	Service - Sanitary Other	4/16/2006 1000 MST	Horse Head Mesa T.H.	UT- UBC	UT- UBC	4/16/2006 1425 MST	UT- ASF	Bill's Honey Wagon - BPA 93-09	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode			Special Needs				Reporting Instructions										

		Need all outhouses pumped	
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SATELLITE PHONES & RADIOS ARE CLASSIFIED AS SENSITIVE ITEMS
YOU MUST HAVE ORDERS IN WRITING WITH PROPER AUTHORIZATION

SATELLITE PHONE for any duration of use.

ORDER USING: Category: Service Communication, Catalog Item: Service - Satellite Phone (NON NFES)							FILL USING: Fill with Agreement Resource Name is the vendors name and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs the resource to the incident.										
12 Request Number Number	Order Date/ Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/ D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/ 2006 1412 MST	AZ- PHC EXPD Blk 8	AZ- PHC	1 / 1	Service - Satellite Phone	4/16/2006 1000 MST	AZ-PHC I/A	AZ-PHC	AZ- PHC	4/16/2006 1425 MST	AZ-TNF	WorldCom - # 987- 654-0987 - Ag# 49REJR83	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode			Special Needs Need for LEO secret squirrel operations.				Reporting Instructions										

SAW GAS...see FUEL
SAW OIL...see OIL

SERVICE/REPAIRMAN one time Repair/Service Call

ORDER USING: Category: NON-NFES Supplies Catalog Item: !Not in Catalog Supplies Item Description: SERVICE - Desired Service (ie Electrical, Plumbing, Dry walling, Landscaper etc). DO NOT TRACK FOR ONE TIME SERVICE							FILL USING: Fill with Local Purchase Remove the Item Description and enter the vendor name and payment method (agreement number or name on the credit card). Enter the vendor name again in the Vendor block. DO NOT TRACK FOR ONE TIME SERVICE										
12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/ D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To

S-2	4/16/2006 1412 MST	UT- UBC EXPD Blk 8	UT- UBC	1 / 1	SERVICE - Electrical	4/16/2006 1000 MST	Tonto N.F. EXPD	UT- UBC	UT- UBC	4/16/2006 1425 MST	UT- ASF	Bill's Electrical Service & Supply - L. Monster CC					
Travel Mode				Special Needs Need electrician to run 5 power lines for rental computers in EXPD.			Reporting Instructions										

Extend duration of use or on call resource - **TRACK THIS ITEM**

12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resourc e Assigned Unit ID	Resource Assigned	M/ D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MST	UT- UBC EXPD Blk 8	UT- UBC	1 / 1	SERVICE - Electrical	4/16/2006 1000 MST	Red Hill ICP	UT- UBC	UT-UBC	4/16/2006 1425 MST	UT- ASF	Bill's Electrical Service & Supply, CC: L. Monster	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Need on call electrician at base camp for duration of incident			Reporting Instructions										

SCHOOL FACILITY RENTAL/AGREEMENT...see Facility-Land Rental

SPORTS DRINKS

ORDER USING: Category: NON-NFES Supplies Catalog Item: !Not in Catalog Supplies Item Description: Sports Drink, CS/EA DO NOT TRACK ITEM								FILL USING: Fill with Local Purchase Remove the Item Description and enter the vendor name and payment method (agreement number or name on the credit card). Enter the vendor name again in the Vendor block.									
12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MST	UT- UBC	UT- UBC	72 / 72	Sports Drink, CS	4/16/2006 1000 MST	Vernal SEAT	UT- UBC	UT- UBC	4/16/2006 1425 MST	UT- VLD	Pepsi Cola Bottlers - Vernal, UT -					

		EXPD Blk 8					Base Gt 50					Paul. Murdock CC					
Travel Mode				Special Needs Need 1 pallet, case count can be adjusted dependent on size of bottles, assorted flavors if possible.			Reporting Instructions										

TANK (NON-NFES) ...Specify Dip or Portable

ORDER USING: Category: NON-NFES Supplies Catalog Item: !Not in Catalog Supplies Item Description: TANK, Type, (size) GL TRACK THIS ITEM							FILL USING: Fill with Local Purchase Remove the Item Description and enter the vendor name and payment method (agreement number or name on the credit card). Enter the vendor name again in the Vendor block. TRACK THIS ITEM										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 MST	UT- UBC EXP D Blk 8	UT- UBC	1 / 1	TANK, PORTA, 350, GL	4/16/2006 1000 MST	Hormes Dip Site	UT- UBC	UT- UBC	4/16/2006 1425 PNT	UT- VLD	Pine VFD - Ag# DKS034985 34FDI	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Deliver to Matt Johns at Dip site			Reporting Instructions										

TELEPHONE LINES for any duration of use.

ORDER USING: Category: Service, Communication Catalog Item: Service - Voice Line							FILL USING: Fill with Agreement Resource Name is the vendors name and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs the resource to the incident										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MST	UT- UBC	UT- UBC	5 / 5	Service - Voice Line, EA	4/16/2006 1000 MST	UT- UBC EXPD	UT- UBC	UT- UBC	4/16/2006 1425 MST	UT-ASF	QWest - Ag#746HD7372	M	4/16/2006 1250 MST	4/16/2006 1255 MST		

		EXP D Blk 8																
Travel Mode				Special Needs Need additional Telephone lines for BUYT use.			Reporting Instructions											

**TIRE REPAIR/REPLACEMENT IS CLASSIFIED AS A SENSITIVE ITEM
YOU MUST HAVE ORDERS IN WRITING WITH PROPER AUTHORIZATION**

TIRE REPAIR/REPLACEMENT

ORDER USING: Category: NON-NFES Supplies Catalog Item: !Not in Catalog Supplies Item Description: TIRE - Repair or Replacement, EA DO NOT TRACK						FILL USING: Fill with Local Purchase Remove the Item Description and enter the vendor name and payment method (agreement number or name on the credit card). Enter the vendor name again in the Vendor block. DO NOT TRACK												
12 Request Number	Ordered Date/Time	From	To	Qty R/ A	Resource Requeste d	Needed Date/Time	Deliv er To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To	
S-2	4/16/20 06 1412 MST	UT- CDC EXP D Blk 8	UT- CDC	2 / 2	TIRE - Repair ,EA	4/16/200 6 1000 MST	N/A	UT- CDC	UT- CDC	4/16/ 2006 1425 MST	UT-SWS	Big O Tire - Y. Phillips CC						
Travel Mode				Special Needs E-18 right rear duels - Approved by Jill Johnson FMO			Reporting Instructions											

TOW TRUCK for one time use

ORDER USING: Category: NON-NFES Supplies Catalog Item: !Not in Catalog Supplies Item Description: SERVICE - Tow Truck, towing capacity/size								FILL USING: Fill with Local Purchase. Remove the Item Description and enter the vendor name and payment method (agreement number or name on the credit card). Enter the vendor name again in the Vendor block. DO NOT TRACK THIS ITEM.									
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To

S-2	4/16/2006 1412 MST	UT- CDC EXPD Blk 8	UT- CDC	2 / 2	SERVICE - Tow Truck, 7500# capacity	4/16/2006 1000 MST	N/A	UT- CDC	UT- CDC	4/16/2006 1425 MST	UT-SWS	Truck Experts Towing - Y. Phillips CC					
Travel Mode				Special Needs For E-18, blew both right rear duels			Reporting Instructions										

VEHICLE PARTS

ORDER USING: Category: NON-NFES Supplies Catalog Item: !Not in Catalog Supplies Item Description: Identify Item and quantity Special Needs: Specify parts and vehicle ID DO NOT TRACK THIS ITEM										FILL USING: Fill with Local Purchase Remove the Item Description and enter the vendor name and payment method (agreement number or name on the credit card). Enter the vendor name again in the Vendor block. DO NOT TRACK THIS ITEM							
12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 PNT	NV- ECC EXPD Blk 8	NV- ECC	1 / 1	Repair or replace mirror	4/16/2006 1000 PNT	N/A	NV- ECC	NV- ECC	4/16/2006 1425 PNT	UT-- GBP	Home Unit - E5788 - Joe Hurl CC					
Travel Mode				Special Needs E-3 (E5788) right side mirror and blind spot. Damaged on fire, approved by IC John Hicks.			Reporting Instructions										

VEHICLE REPAIR IS CLASSIFIED AS A SENSITIVE ITEM
YOU MUST HAVE ORDERS IN WRITING WITH PROPER AUTHORIZATION

VEHICLE REPAIR

ORDER USING: Category: NON-NFES Supplies Catalog Item: !Not in Catalog Supplies Item Description: Vehicle Repair Special Needs: Specify the type of repair and vehicle ID DO NOT TRACK THIS ITEM										FILL USING: Fill with Local Purchase Remove the Item Description and enter the vendor name and payment method (agreement number or name on the credit card). Enter the vendor name again in the Vendor block DO NOT TRACK THIS ITEM							
12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To

S-2	4/16/2006 1412 PNT	NV-ECC EXPD Blk 8	NV-ECC	2 / 2	Vehicle Repair - WT1942 NV-HTF	4/16/2006 1000 PNT	N/A	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-ELD	Wilford Ford, BPA 14-76					
Travel Mode				Special Needs E-7 (BLM WT1942), starting problems			Reporting Instructions										

WATER, BOTTLED one time purchase

ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies Item Description: WATER - Bottled, CS/EA DO NOT TRACK ITEM							FILL USING: Fill with Local Purchase Remove the Item Description and enter the vendor name and payment method (agreement number or name on the credit card). Enter the vendor name again in the Vendor block. DO NOT TRACK ITEM										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 PNT	NV-ECC EXPD Blk 8	NV-ECC	72 / 72	WATER - Bottled, CS	4/16/2006 1000 PNT	Williams Gateway Tanker Base Gt 50	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-HTF	Albertsons - Ely, NV - Gary Holland CC					
Travel Mode				Special Needs Need 1 pallet, case count can be adjusted dependent on size of bottles. Would prefer 1 ltr size			Reporting Instructions										

WATER, BOTTLED or BULK for continuous delivery

ORDER USING: Category: Service, Delivery Catalog Item: Potable Water Delivery							FILL USING: Fill with Agreement Resource Name is the vendors name and payment method (agreement number or name on credit card). Provider is the agency that established the agreement or issued the credit card. ROSS mobs the resource to the incident.										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006	NV-ECC	NV-ECC	1 / 1	Service - Potable	4/16/2006		NV-ECC	NV-ECC	4/16/2006	NV-HTF		M	4/16/2006	4/16/2006		

	1412 PNT	EXPD Blk 8			Water Delivery	1000 PNT	White Horse ICP			1425 PNT		Pepsi Cola Bottlers - Ely, NV - P. Murdock CC		1250 PNT	1255 PNT		
Travel Mode				Special Needs Want 5 pallets per day delivered to ICP, quantity may be adjusted as needed.			Reporting Instructions										